

ORGANIZATIONAL WORK INSTRUCTION

PLANS AND SYSTEMS ANALYSIS OFFICE

CONSOLIDATED AGENCY PERSONNEL/PAYROLL SYSTEM

**APPROVING
AUTHORITY**

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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Consolidated Agency Personnel/Payroll System	CD02-OWI-001	Revision: C
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Draft		September 2, 1999	
Baseline		September 21, 1999	
Revision	A	January 24, 2000	General Revisions
Revision	B	June 23, 2000	General Revisions
Revision	C	May 23, 2002	General Revisions

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1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Plans and Systems Analysis Office (CD02) that relate to the Agency Personnel reporting requirements to the Office of Personnel Management (OPM). This instruction extends information from the Marshall Management System (MMS) as defined by the Marshall Management Manual (MMM). The purpose of this instruction is to document the process to by which the Plans and Systems Analysis Office conducts business.

2. APPLICABILITY

This OWI applies to MSFC Personnel in the Plans and Systems Analysis Office.

3. APPLICABLE DOCUMENTS

(All use is current Revision unless there is overriding authority)

MPD 1280.1	Marshall Management Manual
MPG 1410.1	Document and Data Control for Organizational Issuances
MPG 1440.2	MSFC Records Management Program
NPG 1441.1	NASA Records Retention Schedules
MWI 1382.1	Protection of Privacy Act Information at MSFC
MPG 2800.1	Agency Information Technology Services
MPD 2800.1	Management of Information Technology Systems and Services at MSFC
CFR	Code of Federal Regulation
GPDS	Guide to Personnel Data Standards
CPDF	Guide to Central Personnel Data File
GPPA	Guide to Processing Personnel Actions

4. DEFINITIONS

CAPPS – Consolidated Personnel/Payroll System

OPM – Office of Personnel Management

CPDF – Central Personnel Data File

OWI – Organizational Work Instruction

OJT – On the Job Training

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BJS – Batch Job Scheduler

NPPS – NASA Personnel Payroll System

FTE – Full Time Equivalent

MMS – Marshall Management System

113A – Monthly Report of Federal Civilian Employment

113G – Monthly Report of Full-time Equivalent/Work-Year Civilian Employment

PGP – Pretty Good Privacy

FTP – File Transfer Protocol

5. INSTRUCTIONS

Management Responsibility - CD02 Chief will ensure adequacy of the OWI, assure overall implementation of the OWI, may appoint personnel to serve on various MMS panels, and will, as a minimum, conduct semi—annual management reviews to ensure the continuing suitability and effectiveness of the CD02 quality system in satisfying applicable elements of the Marshall Management System and objectives specified in MMM.

5.1 Pay Period Processing – After payroll has processed the payroll, the NPPS system will send an automated email confirmation. In the CAPPS system run the CP1 job for the pay period. Verify the CP1 is complete by the BJS log screen. Check the on-line reports to verify job ran without errors. Run the CP2 for the pay period. Verify CP2 is complete and ran without errors on the BJS log screen.

5.2 Monthly Processing – Follow the procedures established for processing the CP1 and CP2 for the pay period. After completion, process the CP1 for the month. Verify CP1 is complete by the BJS log screen. Check the on-line reports to verify job ran without errors. Run the CP2 for the month. Verify the CP2 is complete and ran without errors on the BJS log screen. Check the 113A and 113G for accuracy of Agency payroll and FTE count. Fax copies of the 113A and 113G to OPM in Washington, DC. Send OPM the electronic copies via FTP using PGP encryption for the month.

5.3 Quarterly Processing – Follow the procedures established for processing the pay period and the monthly jobs. Process the CP1 for the quarterly. Verify the CP1 is complete by the BJS log screen. Check the on-line reports to verify job ran without errors. Run the CP2 for

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the quarterly. Verify the CP2 is complete and ran without errors on the BJS log screen. Send OPM the status and organizational quarterly electronic copies via FTP using PGP encryption.

5.4 Yearly Process – This procedure is done only at the end of a fiscal year (September 30th). Follow procedures established for processing the pay period, monthly and quarterly jobs. Process the CP1 for the year end. Verify the CP1 is complete by the BJS log screen. Check the on-line reports to verify job ran without errors. Run the CP2 for the year end. Verify the CP2 is complete and ran without errors on the BJS log screen. Process is complete.

6. NOTES – None

7. SAFETY PRECAUTIONS AND WARNING NOTES – None

8. APPENDICES, DATA, REPORTS, AND FORMS – None

9. RECORDS –

Record Type: SF 113A and SF 113G

Responsible party: Carolyn Plank, OPR for document

Location: 4200, Room 217G

Retention Schedule: Based on NPG 1441.1, NASA records retention schedule. Minimum retention is 5 years.

10. TOOLS, EQUIPMENT, AND MATERIALS – N/A

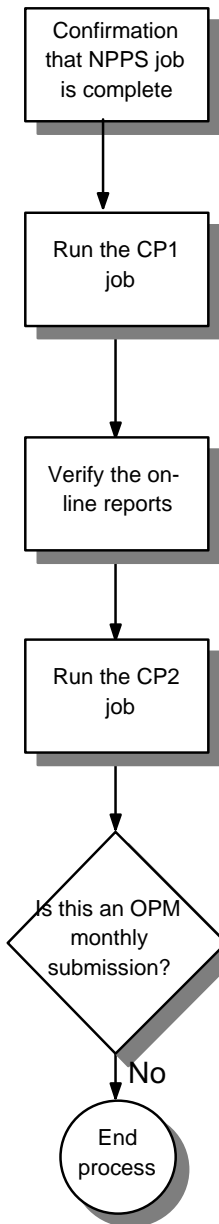
11. PERSONNEL TRAINING AND CERTIFICATION – On the Job Training (OJT)

12. FLOW DIAGRAM – See Figure 1

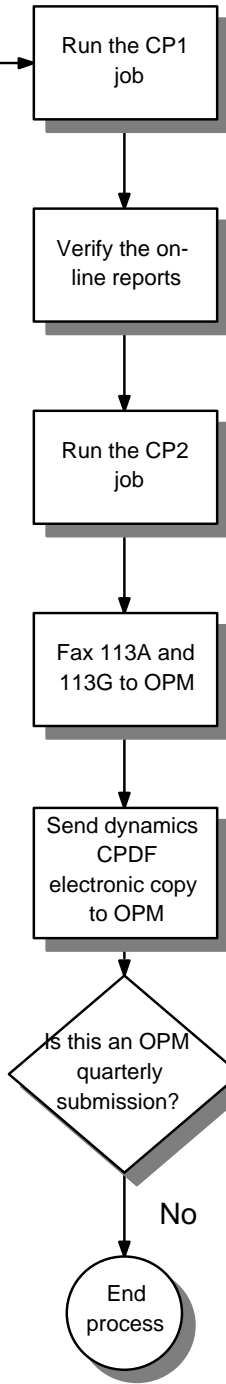
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Figure 1

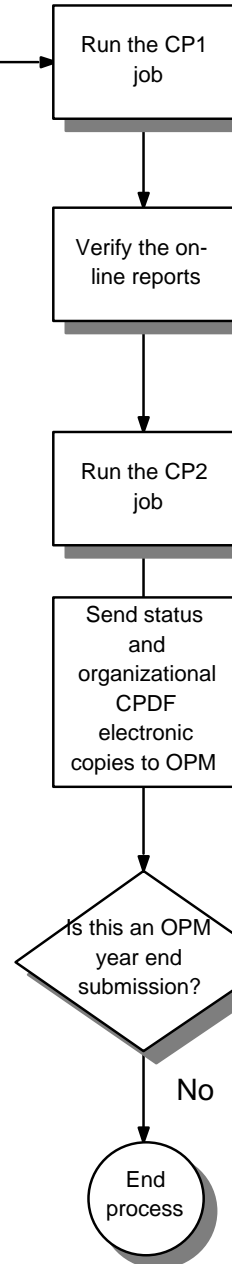
5.1



5.2



5.3



5.4

